



2008 Live Well Challenge Tips for Submitting Points

1. Send an email reminder to all of your Team Members no later than Monday morning to remind them that their points are due by Monday at 5 pm. Consider using the weekly email templates provided in the [Team Captain Toolkit](#).
2. Click on the link to your Team Live Well Challenge Center. You will find the link in an email "Congratulations! You have successfully registered your team". Be sure to book mark this page for future reference. If you are unable to locate the link to your Team Live Well Challenge Center, contact the **Health Matters Team** at (206) 263-7333.
3. Use the drop down menu to select each Team Member and enter their points for the week. Make sure that all points are entered by Tuesday at 11:59 pm.
4. If you make an error in submitting points simply click on the drop down menu again, select the Team Member and re-enter the points.
5. If you recognize an error or a Team Member is late submitting points **after Tuesday 11:59 pm**, contact the Health Matters team immediately. Point corrections can be made until Wednesday at noon. However, edited points will only be counted toward final point totals and are not eligible for the weekly prize.
6. To see your team's final Live Well Challenge point total visit your Team Live Well Challenge Center on Friday, September 5, 2008.

Deadlines for Submitting Points:

- Monday 5 pm - Team Members submit points to Team Captain
- Tuesday 11:59 pm - Team Captain submits point to database

For specific dates, visit the [Live Well Challenge Calendar](#).

Live Well Challenge

www.metrokc.gov/employees

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